

Rhode Island Department of Health's Minority Health Advisory Committee Governing Policies

Article I: Name

The name of the organizations shall be the Rhode Island Department of Health's Minority Health Advisory Committee, hereafter referred to as: "The Committee".

Article II: Purpose

1. The Committee shall provide direct advice to the Director of Health; and indirect advice to the Department's senior administrators and planners through the Director regarding the health of racial and ethnic minorities. Racial and ethnic minorities shall be defined from time to time by the United States Department of Health and Human Services. In providing such advice, the Committee shall:
 - (a) Advise the Director on all aspects of racial and ethnic minority health and shall recommend policy, programs, approaches and methods for addressing concerns which have been identified by the Committee, and
 - (b) Carry on a continuous assessment process to:
 - ✓ determine the current health status of racial and ethnic minorities;
 - ✓ recommend strategies for health promotion and disease prevention;
 - ✓ identify problems in service delivery to racial and ethnic minorities; and
 - ✓ recommend solutions for improving the operation and efficiency of service delivery programs targeting racial and ethnic minorities.

Article III: Membership

1. Only the Director shall appoint Members.
2. The Committee shall be composed of not less than twenty (20), nor more than twenty-two (22) Members.
3. The majority of Members, at all times shall be representatives of the racial and ethnic minority population of the State of Rhode Island.
4. Not more than fifteen percent (15%) of the Members shall be affiliates with a grantee of the Office of Minority Health (the Office) of the Department of Health.
5. At the first meeting of the Committee attended by a Member, the Member shall designate one alternate. Each Member is encouraged to have a designated alternate. The Member shall provide to the Chief, Office of Minority Health ("the Chief") the name and address the alternate. In the absence of the Member, the **Alternate may attend and participate in meetings of the Committee.**
6. The Director may also appoint staff of the Department as ex-officio Members of the Committee. Ex-Officio Members shall provide liaison between the Committee and their specific departmental programs. **Ex-Officio Members shall not be counted for the purpose of determining a quorum and shall not be eligible to vote.**
7. Any Member of the Committee may recommend new Members to the Membership Subcommittee for consideration. The Membership Subcommittee shall make its recommendations for membership to the Committee. The Committee, by majority vote, shall make its recommendations for membership to the Director, who shall finally determine the Membership.
8. The term of Office for Members shall be three years, except that the first term of any Member shall consist of the number of years, remaining in the term of the predecessor of the new Member.

9. No Member shall serve more than two consecutive terms, regardless of the total number of years served, or a maximum of six consecutive years, after which an individual shall be ineligible for membership for a period of one year.
10. Three consecutive absences from regular meetings, without the alternate Member attending, and without an excused absence, unless the absence was caused by an emergency, as determined by the Chairperson, may be the basis for the involuntary removal of a Member from the Committee.
11. In order for a Member to be removed involuntarily, a recommendation must be made to the Director by the Committee after a two-thirds vote of the Committee Membership.
12. A member may resign from the Committee by submitting a letter of resignation to the Director with a copy to the Office.

Article IV: Technical Advisers

1. The Director, in consultation with the co-chairs, may appoint such number of Technical Advisers to the Committee as the Director shall deem necessary. Technical Advisers shall be individuals who offer to the Committee special skills or expertise in the area of minority health, but who are not Members of the Committee. They shall be permitted to attend meetings and participate in the discussion pertaining to their area of expertise, but shall not be counted for the purpose of determining a quorum, nor shall they vote.

Article VI: Meetings

1. A quorum at any meeting of the Committee or any subcommittee shall consist of 51% of the Members of that body.
2. Subject to the provisions of Article VI, Section 3, the Committee shall hold nine (9) regularly scheduled monthly meetings during each calendar year, at **such times and places** as determined by the Membership. The Committee will not meet during the months of July, August or December.
3. If the Chairperson shall determine that there is not sufficient business to be transacted by the Committee at a regularly scheduled monthly meeting, the Chairperson may cancel the meeting for that month.
4. Written notice of the time and place of the next regularly scheduled monthly meeting shall be (e)mailed to each Member at least 10 days prior to that meeting.
5. The Chairperson may call special meetings of the Committee at any time. The Chairperson shall call special meetings after receipt by the Office of written requests therefore signed by not less than two-thirds of the Members. Written notice of any special meeting shall be sent by mail to each Member by the Office, not less than three (3) business days prior to the date of the meeting.

Article VII: Officers

1. The Officers of the Committee shall consist of two co-chairs, and Chairs of the Standing Subcommittees.
2. The Director shall appoint the co-chairs. The co-chairs in consultation the Minority Health Chief shall appoint the Standing Subcommittee Chairpersons.
3. In order for the co-chairs to be removed from the Office involuntarily, a recommendation must be made to the Director by the Committee after a two-thirds vote of the Committee Membership.
4. Standing Subcommittee Chairpersons may be removed from the Office involuntarily by the co-chairs and the Minority Health Coordinator.
5. Each officer shall serve on the Executive Committee, which shall be available to consult with the Director, the Minority Health Coordinator and other appropriate Health Department officials between regularly scheduled meetings, as emergencies and significant program changes and adjustments are proposed.

Article VIII: Duties of Officers

1. The co-chair shall conduct all meetings of the Committee, shall appoint the Chairperson of the Standing Subcommittees, shall coordinate the work of the Officers and shall be the spokesperson for the Committee on important issues of concern, as determined by the Director.
2. In the absence of the co-chairs Minority Health Chief shall conduct the meetings of the Committee. In the case of the extended absence or disability, as determined by the Director, the Director shall determine that the absence or disability has ended.
3. In addition to the duties specified above, the Officers shall perform such duties as may be determined.

Article IX: Subcommittees

1. There shall be Standing and Ad Hoc Subcommittees.
2. The standing Subcommittees shall consist of the following:
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 - Emergency Preparedness
 - Membership / Event Planning
 - Data
 - Legislative/Advocacy
3. The Standing Subcommittees shall have the purposes designated in Article X of these By-Laws.
4. The Executive Subcommittee shall have the power to establish such AD Hoc Subcommittees as it shall determine to be necessary. Such Ad Hoc Subcommittees shall have the purpose, membership and the Executive Subcommittee shall determine term.

Article X: Standing Subcommittees (Include description below)

1. (a) The ***Membership Subcommittee & Event Planning Subcommittee*** shall:
 - ✓ Working closely with the OMH staff, help identify communities that should be represented on the MHAC
 - ✓ Identify representatives of those communities to apply for MHAC membership
 - ✓ Develop a semi-annual recruitment calendar for open seats to be filled in January and July of each year
 - ✓ Help plan themes, speakers, and agenda for events all year round (i.e. annual meeting, minority health month, and other events as needed.)
 - ✓ Promote planned events of the Office of Minority Health
- (b) The ***Legislative / Advocacy Subcommittee*** shall:
 - ✓ Track state and national legislation impacting Minority Health
 - ✓ Develop working relationships with the Minority Legislative Caucus and brief the Caucus quarterly
 - ✓ Spearhead communication campaigns to legislators on topics of concern to MHAC
 - ✓ Lead Minority Health advocacy campaign
 - ✓ Produce templates of letters to be sent to legislators on behalf of the MHAC
- (c) The ***Emergency Preparedness Subcommittee*** shall:
 - ✓ Coordinate feedback to HEALTH on emergency preparedness with respect to minority populations (includes Pandemic Flu Plan)
 - ✓ Contribute to existing emergency preparedness workgroups at HEALTH
 - ✓ Provide feedback on emergency preparedness materials developed

- ✓ Make recommendations for preparedness for “special populations”- vulnerable and disenfranchised populations

(d) The **Data Subcommittee** shall:

- ✓ Identify data needed by MHAC for planning purposes
- ✓ Advise Minority Health Disparities Elimination Database / Report Card development
- ✓ Contribute to existing Minority Health Data Workgroup at HEALTH
- ✓ Help to focus data applications on minority health and health disparity issues

Article XI: Staff Support

1. The Rhode Island Department of Health shall provide staff support including program coordination and secretarial services.

Article XII: Amendments

1. The By-Laws may be amended by two-thirds vote of the Membership of the Committee. **In order to be considered at any meeting of the Membership, a proposed amendment must be submitted to the membership in writing, not less than ten business days prior to the date of the meeting.**

Date submitted for amendment by Committee: April 27, 2009 _____

Date amendments approved: May 25, 2009 _____

Date Established:

By-Laws Amended: May 25, 2009

Advisory Board, Policy Board, Vendors Forum